



STATE OF CALIFORNIA  
SERVICE AND SUPPLY  
MAGNETIC MEDIA FIDM  
FRANCHISE TAX BOARD  
9645 BUTTERFIELD WAY  
SACRAMENTO CA 95827

# MAGNETIC MEDIA TRANSMITTAL FORM

## Financial Institution Data Match

File Creation Date \_\_\_\_\_

Type of Reporting: Method 1 ☐ Method 2 ☐

Data Exchange Quarter \_\_\_\_\_ Year \_\_\_\_\_  
(1-4)

### Financial Institution Information

Institution FEIN \_\_\_\_\_ Number of Records Reported \_\_\_\_\_

Institution Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Ext. \_\_\_\_\_

### Transmitter Information

*Only enter transmitter information if transmitter is different than the institution named above.*

Transmitter Name \_\_\_\_\_ FEIN \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Ext. \_\_\_\_\_

### Media Characteristics:

3 1/2" Diskette: \_\_\_\_\_ or CD: \_\_\_\_\_ File name used on Diskette or CD: \_\_\_\_\_

Tapes and cartridges:

\_\_\_\_\_ EBCDIC \_\_\_\_\_ ASCII SERIAL NUMBER \_\_\_\_\_

\_\_\_\_\_ STD LBL \_\_\_\_\_ NO LBL BLOCK SIZE \_\_\_\_\_

### Send this form with your magnetic media file to:

Shipping (*preferred method*):

Service and Supply  
Magnetic Media FIDM  
Franchise Tax Board  
9645 Butterfield Way  
Sacramento CA 95827

U.S. Postal Service:

Magnetic Media FIDM  
Franchise Tax Board  
PO Box 942840  
Sacramento CA 94240  
(*Must use PO Box for US Postal Service Delivery*)

# INSTRUCTIONS

## FIDM Magnetic Media Transmittal Form

### Purpose

The Magnetic Media Transmittal Form must accompany your data exchange file submitted to the Franchise Tax Board (FTB) to ensure proper handling. It is important to fill out the form accurately and completely.

### Data Exchange Quarter

Enter the calendar quarter represented by the file submitted.

Quarter	Quarter Months	FTB Inquiry File Mail Date (Meth 2)	Method 1 & 2 Data Exchange Due
1 <sup>st</sup> Qtr	Jan, Feb, Mar	Apr 15	May 30
2 <sup>nd</sup> Qtr	Apr, May, Jun	July 15	Aug 30
3 <sup>rd</sup> Qtr	Jul, Aug, Sep	Oct 15	Nov 30
4 <sup>th</sup> Qtr	Oct, Nov, Dec	Jan 15	Feb 28

### Type of Reporting

Method 1 and Method 2 files **must not** be included on the same media (*tape, diskette, CD*). Check the box to reflect which type of file is being submitted.

### Financial Institution Information

In the space provided following the institution FEIN, enter the total number of the records included on the media accompanying the transmittal.

Enter the name of the financial institution exactly as it is shown in positions 050-089 of the "A" Record. An Election Form should also be on file with FTB under the same name.

When more than one file is included on a single media, all the Financial Institution Information requested on the transmittal must be disclosed for each file. This may be accomplished by enclosing a separate Magnetic Media Transmittal Form for each file (*each financial institution*) or by attaching a list to a single transmittal reporting all the financial institution information for each file.

### Money Market Mutual Funds

A financial institution may submit media with a separate file ("A" Record, "B" Records and a "T" Record) for each of its money market mutual funds. If this is so, there should be an Election Form FTB 2049A on file under each money market mutual fund name with the financial institution shown as the transmitter.

### Transmitter Information

Enter the requested information about the organization that is submitting a data exchange file (Method 1 or Method 2) on behalf of one or more financial institutions.

Do not enter your organization on the form as its own transmitter, unless you meet one of the following exceptions:

- You are also submitting a separate file (*which may be included on the same tape, disk or CD*) on the behalf of another financial institution.
- You are reporting your money market mutual funds separately each with its own "A" Record, "B" Records and "T" Record.

### Method 2 "No Matches" and Method 1 "No Updates"

FTB must be notified if the Method 2 match process or the Method 1 update selection process results in "No Matches" or "No Updates," respectively. You may notify FTB by mail, fax or e-mail. You may complete and submit (by mail or fax) a Magnetic Media Transmittal Form with the words "No Matches" or "No Updates" written in large bold print near the top of the form. Similar to submitting media with multiple files, a list may be attached to a single transmittal for multiple institutions that do not have any matches or updates for a particular quarter. Or send an e-mail notification including the same information requested on the Magnetic Media Transmittal Form for the financial institution, transmitter, quarter and reporting method. Do not submit a file that contains no match or update data.

Mail: Franchise Tax Board, FIDM: Mail Stop B-40, PO Box 460, Rancho Cordova, CA 95741-0460.

Fax: Attn: FIDM (916) 845-0412

E-mail: fidmhelp@ftb.ca.gov